



GSA Federal Supply Service

**GSA  
CENTRALIZED  
HOUSEHOLD GOODS TRAFFIC  
MANAGEMENT PROGRAM  
CHAMP**

# **BREAKING DOWN THE HOUSEHOLD GOODS REQUEST FOR OFFERS**

## **RFO**

# COVER LETTER

- ★ **Effective dates**
- ★ **Format changes**
- ★ **FTP criteria**
- ★ **New requirements**
- ★ **Reminders**

# **SECTION 1**

## **SPECIAL INSTRUCTIONS**

- ★ **Application of the Household Goods Tender of Service**
- ★ **Effective period**
- ★ **Filing periods**
- ★ **Documentation requirements**
- ★ **Correcting deficiencies**

# **SECTION 1**

## **SPECIAL INSTRUCTIONS**

### ***Household Goods Tender of Service***

**Except as otherwise provided hereafter, all provisions of the HTOS apply to this rate solicitation unless otherwise identified herein.**

# **SECTION 1**

## **SPECIAL INSTRUCTIONS**

### *Effective Period*

**Except as otherwise provided herein, offers made in response to this request will be for the period of November 1, xxxx through October 31, xxxx**

# **SECTION 1**

## **SPECIAL INSTRUCTIONS**

### *Filing Periods*

**New**

**Initial**

**Late**

**Supplemental**

# SECTION 1

## SPECIAL INSTRUCTIONS

- ★ **New Filing** – Newly approved participant submitting offer for the first time
- ★ **Initial Filing** – Currently approved participant submitting initial offer
- ★ **Late Filing** – Participant submitting offers who did not respond to the initial request
- ★ **Supplemental Filing** – Participant making any changes to its originally accepted offer



# **SECTION 1**

## **SPECIAL INSTRUCTIONS**

### ***Documentation Requirements***

**Trading Partner Agreement**

**Certificate of Insurance**

**Performance Bond**

# **SECTION 1**

## **SPECIAL INSTRUCTIONS**

### *Trading Partner Agreement*

### *TPA*

**All participants are required as part of its  
filing to have on file with the Program  
Management Office a signed Trading Partner  
Agreement**

# **SECTION 1**

## **SPECIAL INSTRUCTIONS**

### *Certificate of Insurance*

**All participants, by the submission of a rate offer to the GSA PMO in accordance with this request, certify that it will maintain cargo liability insurance meeting the HTOS 2-4.6 requirements during the period of its accepted rate filing**

**SECTION 1**  
**SPECIAL INSTRUCTIONS**

*Performance Bond*

**International**  
**Only**

# **SECTION 1**

## **SPECIAL INSTRUCTIONS**

### ***Performance Bond***

**All participants approved to provide international transportation services are required as part of its filing to furnish a performance bond in accordance with HTOS 2-4.7**

# **SECTION 1**

## **SPECIAL INSTRUCTIONS**

### ***Performance Bond***

**The performance bond must clearly identify  
that the bond is in force for the period of  
November 1, xxxx through October 31, xxxx**

**A Certificate of Continuation of  
Bond is acceptable**

# **SECTION 1**

## **SPECIAL INSTRUCTIONS**

### ***Performance Bond***

**A performance bond on file or certification of continuation bond currently on file does not satisfy the requirement and copies will not be accepted**

**GSA recommends that bonds are submitted as soon as the window opens**

# **SECTION 1**

## **SPECIAL INSTRUCTIONS**

### ***Correcting Deficiencies***

#### **Documentation Requirements**

**Offers which do not meet documentation requirements will not be included in the database. If the performance bond is not received prior to the closing of the window, rate offers will be rejected and the participant will not be allowed to re-file until the next supplemental filing window opens or until a new RFO is distributed, whichever comes first.**



# **SECTION 1**

## **SPECIAL INSTRUCTIONS**

### *Correcting Deficiencies*

#### **Rate Filing Deficiencies**

**Offers which do not meet the rate filing requirements as stated in the RFO will not be included in the database. Correction of deficiencies must be resubmitted by 4:30 CST on the closing date of the RFO. If corrections are not submitted, rate offers will be rejected and the participant will not be allowed to re-file until the next supplemental filing window opens or until a new RFO is distributed, whichever comes first.**

# **SECTION 1**

## **SPECIAL INSTRUCTIONS**

### *Correcting Deficiencies*

**Electronic rate offers and error corrections will be accepted into the system, pending any errors, through the closing time stated in the RFO**

# **SECTION 1**

## **SPECIAL INSTRUCTIONS**

**A participant that submits a file  
on the closing day of the RFO  
will not have an opportunity to  
correct any errors detected in  
that file**

# **SECTION 2**

## **REQUEST FOR OFFERS**

- ★ **Definitions**
- ★ **Filing possibilities**
- ★ **Move Management Services**
- ★ **Special provisions affecting rates or charges**
- ★ **Domestic rates and charges**
- ★ **International rates and charges**
- ★ **Released valuation**

# **SECTION 2**

## **REQUEST FOR OFFERS**

### *Definitions*

**Provides the participant with various definitions of the terms used throughout the RFO and the HTOS.**

### *Example*

#### **Responsible Transportation Officer (RTO)**

**This term applies to the individual within the shipping or receiving Federal agency responsible for personal property traffic management functions.**

# SECTION 2

## REQUEST FOR OFFERS

### *Filing Possibilities*

- ★ **General** – Rates that apply to all Federal agencies
- ★ **Alternating Agency Specific** – Rates that apply to a specific Federal agency and may alternate with a general rate offering
- ★ **Non-Alternating Agency Specific** – Rates that apply to a specific Federal agency and will not alternate with a general rate offering

# **SECTION 2**

## **REQUEST FOR OFFERS**

### *Move Management Services*

**A participant has the opportunity to provide move management services in conjunction with the transportation services within its current approved scope of operations. The provisions identify the requirements, to include the Memorandum of Understanding, required services, reports, data communications capabilities, and optional services.**

# **SECTION 2**

## **REQUEST FOR OFFERS**

### *Special Provisions Affecting Charges*

**Identifies specific provisions/changes that directly impact the rates and charges.**

#### *Example*

#### **ALK Associates Mileage**

Any reference in the HTOS to the mileage company Rand-McNally should be modified to reflect ALK Technologies Version 18.



# SECTION 2

## REQUEST FOR OFFERS

### *Domestic Rates and Charges*

- ★ **Bottom-Line Discount** – Percentage stated in the participants offer represents a bottom-line discount of the total cost of the move based on the rates and charges published in the GRT for a specific domestic move.
- ★ **Storage-in-Transit Discount** – Participant must offer a percentage discount applicable to all storage charges including warehouse handling and pickup or delivery out of storage

# SECTION 2

## REQUEST FOR OFFERS

### *Domestic Rates and Charges*

- ★ Single factor rate for unaccompanied air baggage for Alaska, to be submitted based on the base-line rate table provided.
- ★ Rates filed for privately owned vehicles represents a price per mile and includes preparation of vehicle, pickup at origin, transportation from origin to destination, delivery to final destination, and valuation based on the current value of the vehicle. Alaskan vehicles are filed at a flat price.
- ★ Breakout of the 3 vehicle categories based on cubic feet.

# SECTION 2

## REQUEST FOR OFFERS

### *International Rates and Charges*

- ☆ Percentage stated in the participants offer for the surface HHG represents a single-factor rate based on the base-line rates specified in the RFO per 100 pounds net weight including full replacement value.
- ☆ Services included
- ☆ Services excluded
- ☆ Rates and charges for accessorial services
- ☆ Storage in transit
- ☆ Personally owned vehicles
- ☆ Personally owned vehicle transit times for offshore points
- ☆ Unaccompanied air baggage

# **SECTION 2**

## **REQUEST FOR OFFERS**

### *Released Valuation*

- ★ **All surface and UAB applicable to domestic and international shipments are released at full value at a base of \$5.00 times the net weight of the shipment in pounds.**
- ★ **All POV shipments applicable to domestic and international shipments are released at current market value.**
- ★ **The cost of released value will be included in the participants offer.**

# SECTION 2

## REQUEST FOR OFFERS

### *Increase in Base Valuation*

- ★ **Transportation** – In the event the employee declares a value greater than the base valuation, a Full Value Protection Service Shipment Charge of \$0.85 per \$100 will apply on that portion of the valuation declared in excess of the shipments released value of \$5.00 times the net weight.
- ★ **Storage-in-Transit** - In the event the employee declares a value greater than the base valuation, a Full Value Protection Service Shipment Charge of \$0.18 per \$100 will apply on that portion of the valuation declared in excess of the shipments released value of \$5.00 times the net weight.

# **SECTION 2**

## **REQUEST FOR OFFERS**

- ★ **Industrial Funding Fee**
- ★ **Delivery out of storage-in-transit**
- ★ **Crating services**
- ★ **Weight variance**
- ★ **Tri-wall containers for unaccompanied air baggage**
- ★ **Reweighing of shipments which exceed 18,000 pounds**
- ★ **Claim settlement period**

## **SECTION 3**

# **NON-ALTERNATING PROVISIONS**

**Participants may file non-alternating, agency specific offers. Non-alternating offers will apply to a specific agency and will not alternate with any other accepted offer.**

# SECTION 3

## NON-ALTERNATING PROVISIONS

### *Department of Veterans Affairs*

- ★ **Released Valuation** – In lieu of the \$5.00 times the net weight of the shipment, all VA shipments are to be released at \$6.50 with a maximum liability of \$110,000.00.
- ★ **Weight Variance** - In lieu of the weight variance of 115%, all VA shipments shall be subject to a 110% weight variance.
- ★ **Rate Basis** - By submission of a rate offer, the participant must have the ability to self-pack, load, and haul interstate (including Alaska) and intrastate shipments. This provision is not applicable to international shipments.



# SECTION 3

## NON-ALTERNATING PROVISIONS

### *Department of State - International*

- ★ **Released Valuation** – In lieu of the \$5.00 times the net weight of the shipment, all international State Department shipments are to be released at \$8.00
- ★ **Shipment Tracking** – All participants must have a secure internet web site where travelers can track the status of their personal effects. Access must be password controlled and available only to the traveler and/or it's agency.
- ★ **Shipment Reporting**
- ★ **Document Security**
- ★ **Transit Times**
- ★ **Application of international rates for specific cities within Mexico**

# SECTION 3

## NON-ALTERNATING PROVISIONS

### *State Department - Domestic*

★ Shipments are released at \$6.50

*All domestic rate offers must incorporate the following accessorial:*

- ★ ATC charges
- ★ All stair carries
- ★ All long carries
- ★ One-time elevator charge

★ All charges associated with heavy/bulky items, to include piano/organ

★ All charges for shuttle service

★ Crating and uncrating charges up to \$250

★ Extra labor associated with mini-storage pickup

# **SECTION 4**

## **EVALUATION & ACCEPTANCE**

**Evaluation of a participants offer for transportation services will be based on the combination of the participants service performance and its offered charges. That combination will take the form of a Value Index.**

# SECTION 4

## EVALUATION & ACCEPTANCE

### *Cost Comparison Listing*

- ★ **Category 1** – All newly approved participants with rates on file for the applicable route
- ★ **Category 2** – All participants with a Value Index of 100.00 or greater with rates on file for the applicable route
- ★ **Category 3** – All participants with a Value Index of 99.99 or less and all unindexed participants with rates on file for the applicable route

# **SECTION 5**

## **FILING CODES & ABBREVIATIONS**

### **★ Agency Specific Codes**

★ DEADC – Drug Enforcement Agency – Alternating

★ DOSDC – State Department International Non-alt

### **★ Domestic Service Area Codes**

★ 0200 – Points in Washington & Oregon

★ MO00 – Points in the state of Missouri

### **★ International Country Codes**

★ 220A – Brazil

★ 170G - Guam

# SECTION 6

## FORMAT REQUIREMENTS

### *Header Record*

- ★ *Record ID – H1*
- ★ *SCAC – 4 digit standard carrier alpha code*
- ★ *Participant name – name of carrier*
- ★ *Effective date – 20041101*
- ★ *Taxpayer Identification Number – TIN assigned by the IRS*
- ★ *Participants Government Representative*

*H1\ABCD\KELLHOFER MOVING*

*|20041101|123456789|BRIAN KELLHOFER*

# **SECTION 6**

## **FORMAT REQUIREMENTS**

### *Rate Record*

#### **★ Tender Identifier**

- ★01 – General domestic transportation**
- ★02 – Agency specific domestic transportation**
- ★03 – General domestic move management**
- ★04 – Agency specific domestic move management**
- ★05 – General international transportation**
- ★06 – Agency specific international transportation**
- ★07 – General international move management**
- ★08 – Agency specific international move management**

# **SECTION 6**

## **FORMAT REQUIREMENTS**

### *Rate Record*

#### ★ **Agency ID**

##### ★ **Domestic**

★ **For Tender ID 01, 03, zero fill**

★ **For Tender ID 02, 04, use the agency ID codes in section 5**

##### ★ **International**

★ **For Tender ID 05, 07, zero fill**

★ **For Tender ID 06, 08, use the agency ID codes in Section 5**



# SECTION 6

## FORMAT REQUIREMENTS

- ★ **Tender Number**

- ★ Assigned by the participant

- ★ **Origin**

- ★ **Destination**

- ★ **Transportation %**

- ★ Bottom Line Disc - Domestic
  - ★ Single Factor - International

- ★ **Cat 1 Vehicle**

- ★ **Cat 2 Vehicle**

- ★ **Cat 3 Vehicle**

*Per Mile Domestic*

*Flat Fee International & Alaska*

- ★ **Sit %**

- ★ Discount offered – Domestic
  - ★ Percentage offered – Intl

- ★ **Accessorial %**

- ★ Zero fill – Domestic
  - ★ Percentage offered – Intl

- ★ **UAB**

- ★ Alaska only – Domestic
  - ★ Percentage offered – Intl

- ★ **Phone Number**

- ★ Number used for booking
  - ★ MMS must be toll free

- ★ **Fax**

- ★ **E-mail**

- ★ Route level or corporate level

# **SECTION 6**

## **FORMAT REQUIREMENTS**

### *Common Errors*

**Non Alaskan routes with UAB% offered**

**Tender ID 2, 4, 6, & 8 with invalid agency ID codes**

**Invalid service area pair combination (TX00-MO00, 1200-120A)**

**Invalid header record**

### **Out of Scope Records**

**No Performance Bond on File**

# **SECTION 7**

## **ELECTRONIC SUBMISSION**

★ **File Transfer Protocol 159.142.4.2**

★ **File naming convention**

★ **Prefix – HHG**

★ **SCAC – Standard Carrier Alpha Code**

★ **Rate File Number – A running serial # starting with 001**

**HHGABCD001**

★ **One or more files can be sent. Rate file number must be different or files will lay over the top of each other.**

**HHGABCD001, HHGABCD002, HHGABCD003**

# **SECTION 9**

## **REQUIRED INTERNATIONAL AGENTS**

*State Department Only*

**Listing of the countries that require specific agents to be used when scheduling shipments.**

# CHANGES

**Allows for changes and clarifications to the existing RFO. Notification is made via the What's New page. Subscribers to the List Server also receive e-mail notification.**

**You can view the What's New page and subscribe to the List Server at  
[www.gsa.gov/transportation](http://www.gsa.gov/transportation)**

**SUCCESSFUL RATE FILING**

**DON'T WAIT UNTIL THE  
LAST MINUTE**

**PERFORMANCE BOND**

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